



Rural Alaska Community Action Program, Inc.
JOB DESCRIPTION

Job Title:	Field Support Assistant	Class:	Non- Exempt
Department:	Weatherization	Range:	12
Division:	Planning & Construction	Supervisor:	Weatherization Manager
JOB SUMMARY:	Provides logistical and administrative support to weatherization program field personnel.		

This job description in no way implies that these are the only duties to be performed by the employee. Employees may be required to perform any other duties within this or a lower level job upon request of the immediate department or division supervisor. To perform this job successfully, an individual must be able to perform each essential job duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions (please refer to the Human Resources Department for any reasonable accommodations.)

ESSENTIAL FUNCTIONS, DUTIES AND RESPONSIBILITIES:

1. Sets up and maintain weatherization project files in accordance with established procedures.
2. Prepares and assists with material order packages as assigned, including preparing/processing purchase orders, supply orders and other related documents
3. Prepares and processes Personnel Change Requests (PCR's) for field personnel in accordance with standard procedures for approval by Supervisors.
4. Prepares and processes Travel Authorizations (TA's) and Travel Requests (TR's) as assigned.
5. Coordinates delivery of materials/equipment and supplies to remote work sites. Determines the best shipping method and lowest cost to ship to varied rural sites, depending on the timeframe as to when the materials are needed on the jobsite.
6. Reconciles remote site inventory, creates and maintains accurate spreadsheets for remote sites to track quantities ordered, and all related costs to facilitate the end of the year close out for various remote sites.
7. Tracks shipments from point of purchase to final delivery point. Tracks backordered materials to ensure timely delivery. Determines best methods and resolves field logistical issues.
8. Reviews purchase orders, invoices and billings for accuracy. Corrects as necessary and reports discrepancies to supervisor

9. Conducts inventory of office materials, field materials and office equipment and supplies as assigned. Inputs receiving information and field generated inventory information to maintain an accurate inventory from season to season.
10. Maintains Wx and EWx client files to ensure all necessary documentation is in order and is ready for audit.
11. Maintains accurate and complete records, as assigned, to provide a continuous audit trail relating to purchase and disposition of materials, equipment and supplies utilized by the department.
12. Maintains accurate records on multiple databases to include demographics, diagnostics, home energy ratings, heat loss calculations, progress updates and other relevant information.
13. Maintains an up to date client wait list biased on priority. Performs annual update of client income documentation.
14. Assists in preparing and distributing formal bid packages.
15. Performs other duties as assigned to support RurAL CAP projects or programs at the request of the Program Manager, Division Director or Executive Director.

WORK ACTIVITIES:

1. Maintains open and frequent lines of communication with supervisors, program staff and vendors to facilitate a constructive and cooperative working relationship.
2. Analyzes information and evaluates results to choose the best solution and solve problems.
3. Keeps up-to-date technically and applies new knowledge to job.
4. Provides guidance and expert advice to supervisors, co-workers or others on technical, systems-, or process-related topics.
5. Uses relevant information and individual judgment to determine whether events or processes comply with current program standards, laws, or regulations.

COMPETENCIES, SKILLS, AND ABILITIES:

1. Ability to prioritize projects and assignments; solve problems independently; maintain a service orientation and a positive disposition, and produce professional results under deadlines.
2. Identifies complex problems and reviewing related information to develop and evaluate options and implement solutions.
3. Uses logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
4. Gives full attention to what other people are saying, taking time to understand the points being made and asking questions as appropriate.
5. Communicates effectively orally and in writing as appropriate for the needs of a diverse audience.
6. Ability to read, comprehend and follow established policies and procedures.
7. Ability to establish and maintain effective working relationships with superiors and co-workers.
8. Ability to establish good rapport with people of diverse cultures and belief systems.
9. Demonstrated ability to work effectively in a team environment.

10. Must demonstrate sound judgment, professional boundaries, ethics, and ability to maintain confidentiality.

WORK ENVIRONMENT/JOB CONDITIONS:

1. Agency is a mandated tobacco, drug and alcohol free workplace.
2. General office environment, shared office space.
3. Occasional warehouse environment with exposure to dust, dirt and low light conditions.
4. Ability to endure work fluctuations, deadlines, and interruptions; and work occasional overtime as assigned.
5. Ability to work occasionally in off-site locations.
6. Develops and maintains constructive and cooperative working relationships with others.
7. Uses computers and computer programs effectively to enter data, create spreadsheets and process information, and, develop documents, and program and training materials.
8. Develops specific goals and plans to prioritize, organize, and accomplish work.
9. Communicates with others outside the organization, representing the organization to customers, the public, and other external sources in person, in writing, or by telephone or e-mail in keeping with current policies & procedures.
10. Must have the ability to operate the following equipment: desktop computer, telephone, copier, PC printer, and fax machine.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

1. While performing the duties of this job, the employee is regularly to grasp, type, see, talk, hear, and lift and carry 30 pounds of weight by utilizing proper lifting techniques and working in a safe manner. This position will also be performing physical activities such as climbing, lifting, balancing, walking, stooping, bending, and handling materials.
2. Occasionally performs sedentary activities that require sitting for long periods and repetitive use of hands, wrists and arms for handling, positioning, moving materials, and manipulating things.
3. Must be in good general health and free from serious physical, mental health and/or substance abuse problems.

POSITION TYPE/EXPECTED HOURS OF WORK:

This is a full-time position. Days and hours of work are Monday through Friday, 8 a.m. to 5 p.m. Occasional evening and weekend work may be required as job duties demand.

TRAVEL:

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected. Occasional out-of-town travel; may include travel to rural Alaska.

EMPLOYMENT REQUIREMENTS AND REQUIRED EDUCATION:

1. Must be at least 18 years of age.

2. AA degree in a related field plus 1 year, or 3 years qualifying work experience.
3. State and federal background checks, including fingerprints, may be required.
4. Responsible work ethic with reliable attendance.
5. Ability to perform assigned tasks with moderate supervision in accordance with policies and procedures.
6. Ability to work in a fast-paced and team-oriented environment.
7. Ability to read, comprehend and follow established policies and procedures.
8. Able to work in a cross cultural environment.
9. Ability to manage work time well, prioritize and meet deadlines.
10. Demonstrated ability to work effectively in a team environment and function as a team member.
11. Proven ability and willingness to be self-directed in problem solving and decision-making and perform basic assignment with little or no direct supervision while also working effectively as a team member.
12. Strong time management and organizational skills to maintain daily work flow; meet deadlines and produce measurable results with little or no supervision.
13. Demonstrated intermediate level of computer skills necessary in order to use and create documents and reports, spreadsheets, workshop materials and slide presentations, and to enter data into intricate database programs and proficient use of Microsoft Word, Excel, PowerPoint, Publisher, Outlook and ability to operate a variety of common office machines including 10-key by sight.
14. Must keep all matters concerning participants in strictest confidence as required by HIPAA privacy and the 42 CFR, Part II confidentiality regulations.
15. Agency recommends annual TB screening and physical as part of the employee's personal wellness plan.

PREFERRED EDUCATION AND EXPERIENCE:

1. Familiarity with the Weatherization Management Informant System.
 2. Knowledge of DOE and AHFC Weatherization regulations and HUD-related regulations.
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EQUAL OPPORTUNITY STATEMENT (EEO)

RurAL CAP is an Equal Opportunity Employer. Qualified applicants will receive consideration for employment without regard to race, color, sex, sexual orientation, gender identity, national origin, religion, disability, protected veteran status or any other legal protected status. EOE: M/F/D/V.

Please note: This job description is not designed to cover or contain comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice. This document is not intended to exclude an opportunity for modifications consistent with providing reasonable accommodation.

Employee's signature below constitutes employee's understanding of the requirements, essential functions and duties of the position. RurAL CAP is an "at-will employer."

Employee Printed Name: _____ Date: _____

Employee Signature: _____

Created By:
Human Resources

Approved By:
Department Manager: _____

Division Director: _____

Human Resources Director: _____

Chief Executive Officer: _____

FOR HR AND PAYROLL ONLY

<u>Work Comp</u>	<u>DOL Class</u>	<u>ESC Code</u>	<u>EEO Class</u>	<u>Area</u>
8810	Non-Exempt	43-3031	ASW	62